

**SAN BERNARDINO COUNTY LAND USE SERVICES DEPARTMENT
PLANNING DIVISION**

LAND USE APPLICATION AND DEVELOPMENT REVIEW FEES

Fiscal Year 2010-2011 [Ordinance No. 4412 - Effective 8/21/2010]

APPLICATION TYPE	Initial Deposit or Fixed Fee	Archive Fee*	TOTAL
*Archive and file closure fees for Actual Cost applications shall be charged to the project account. Actual Cost applications and applicant obligations regarding these accounts are defined at the end of this schedule of fees.			
1. Accessory Wind Energy System Review			
a. 50 feet in height or less in height (L676)	\$ 745.00	\$25.00	\$ 770.00
b. Greater than 50 feet in height (L676)	\$1,490.00	\$25.00	\$1,515.00
2. Agricultural Preserve			
a. Establish a Land Conservation Contract (L600)	\$2,980.00	\$25.00	\$3,005.00
b. Non-renewal of a Land Conservation Contract	\$ 750.00	\$25.00	\$ 775.00
c. Disestablish or reduce an Agricultural Preserve, and/or cancel a Land Conservation Contract (J601)			
<u>Initial Deposit</u>	\$7,152.00	<u>ACTUAL COST</u> *	\$7,152.00
3. Airport Review			
a. Staff Review (For average cost applications) (L641)	\$ 596.00	\$25.00	\$ 621.00
b. Staff Review with Hearing (J643)	\$3,576.00	\$25.00	\$3,601.00
4. Annual Mine Inspection and Report			
a. Less than 50 acres disturbed - <u>Initial Deposit</u>	\$1,800.00	<u>ACTUAL COST</u> *	\$1,800.00
b. 50 acres or more disturbed - <u>Initial Deposit</u>	\$3,000.00	*	\$3,000.00
5. Appeals			
a. To Planning Commission (L695)	\$1,490.00		\$ 1,490.00
b. To Board of Supervisors (L696)			
1. Planning Division (Paid to Planning)	\$1,192.00		\$1,192.00
2. Clerk of the Board (Paid to Clerk)	\$ 700.00	N/A	\$ 725.00
NOTE: These fees apply to all appeals filed by someone other than the applicant and to appeals of average cost application actions. Appeals by the applicant of actual cost jobs will be charged to the actual cost project account.			
6. Bond Processing	\$390.00	\$25.00	\$415.00
7. Certificate of Compliance			
a. Determination (L604)	\$1,192.00	\$25.00	\$1,217.00
b. On/After 3/4/72 (L602)	\$2,980.00	\$25.00	\$3,005.00
c. Five or more lots			
<u>Initial Deposit</u>	\$5,960.00	<u>ACTUAL COST</u> *	\$5,960.00
d. Land Use Compliance (J681)			
<u>Initial Deposit</u>	\$1,490.00	<u>ACTUAL COST</u> *	\$1,490.00
8. Condition Compliance Check for average cost applications (L603)	\$840.00	\$25.00	\$865.00
9. Conditional Use Permit			
<u>Initial Deposit based on acreage</u>			<u>ACTUAL COST</u>
a. 0 - .99 developed acres (J631)	\$6,705.00	*	\$6,705.00
b. 1 - 4.99 developed acres (J631)	\$7,450.00	*	\$7,450.00
c. 5 or more developed acres (J631)	\$8,940.00	*	\$8,940.00

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10. Development Agreement		<u>ACTUAL COST</u>	
<u>Initial deposit</u>	\$2,980.00	* \$2,980.00	
11. Development Code Amendment (J611)		<u>ACTUAL COST</u>	
<u>Initial Deposit</u>	\$3,725.00	* \$3,725.00	
12. Environmental Review - Initial Deposits		<u>ACTUAL COST</u>	
a. Environmental Impact Report (J613)	\$10,430.00	* \$10,430.00	
b. Environmental Review (Non Land Use Application) (J614)	\$ 2,980.00	* \$ 2,980.00	
c. Mitigation Monitoring (J657)	\$ 2,980.00	* \$ 2,980.00	
13. Extensions of Time			
a. Extension of an approved <u>Average Cost</u> application (L692)	\$596.00	\$25.00	\$621.00
Note: No additional fees will be charged for review of extension requests for concurrent applications that are part of the same development project.			
b. Extension of an approved <u>Actual Cost</u> application (charge to project account)		<u>ACTUAL COST</u>	
14. Extension of Non-conforming Use Amortization Period (J627)		<u>ACTUAL COST</u>	
<u>Initial Deposit</u>	\$ 3,000.00	* \$3,000.00	
15. General Plan Amendment (J615)		<u>ACTUAL COST</u>	
<u>Initial Deposit</u>	\$ 8,046.00	* \$ 8,046.00	
16. General Plan/Development Code Interpretation (L644)	1,192.00	\$25.00	\$1,217.00
17. Hillside Grading Review (per SBCC16.0204 (e) (3) and 83.08.020) Does not include Department of Public Works fees per 16.0215B(c)	\$165.00	\$25.00	\$190.00
18. Kaiser Commerce Center Specific Plan - Site Development Review .		Same as CUP or MUP	
19. Landscape Plans - Initial Deposits		<u>ACTUAL COST</u>	
a. Other than private homes (J645)	\$2,086.00	* \$2,086.00	
b. Private home landscaping plans (J645)	\$ 894.00	* \$ 894.00	
20. Licensing Reviews			
a. Record review (L607)	\$210.00	\$25.00	\$235.00
b. Site review (L608)	\$525.00	\$25.00	\$550.00
c. ABC Letter of Public Convenience or Necessity (L617)	\$596.00	\$25.00	\$621.00
21. Lot Line Adjustment (L633)	\$2,086.00	\$25.00	\$2,111.00
22. Lot Merger (applicant initiated) (L635)	\$1,490.00	\$25.00	\$1,515.00
23. Major Variance (L646)		<u>ACTUAL COST</u>	
<u>Initial deposit</u>	\$3,576.00	* \$3,576.00	
24. Mining and Land Reclamation Plan/CUP		<u>ACTUAL COST</u>	
a. <u>Initial Deposit</u>	\$8,940.00	* \$8,940.00	
b. Transfer of Ownership (L630)	\$ 840.00	\$25.00	\$ 865.00

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25. Minor Use Permit (L633)		<u>ACTUAL COST</u>	
Initial Deposit	\$4,470.00	*	\$4,470.00
26. Minor Variance (L678)	\$1,490.00	\$25.00	\$1,515.00
27. Multiple Residential Compliance Review (4-19 units)	\$2,384.00	\$25.00	\$2,409.00
28. Planned Development - <u>Initial Deposits</u>		<u>ACTUAL COST</u>	
a. Preliminary Development Plan	\$14,900.00	*	\$14,900.00
b. Final Development Plan	\$5,960.00	*	\$5,960.00
29. Pre-Application Conference Fee (L693) (maximum 8 hours review)	\$1,490.00	\$25.00	\$1,515.00
30. Pre-Application Development Review Fee (J694)		<u>ACTUAL COST</u>	
Initial Deposit (Development Review Committee meeting/review)	\$4,172.00	*	\$4,172.00
31. Professional Consultation Appointment Fee		<u>ACTUAL COST</u>	
Fee per half hour (L691) (<i>Minimum hours set by policy</i>)	\$75.00/one-half hour	*\$75.00/one-half hour	
a. Compatibility Determination Letter		Minimum 1.5 hour charge	
b. Rebuild Letter		Minimum 1 hour charge	
c. Meeting with County staff		Minimum 1 hour charge	
d. Other		Based on estimate	
32. Public Hearing Surcharge for Average Cost Items Only (L679)	\$2,380.00	N/A	\$2,380.00
33. Reversion to Acreage (J638)		<u>ACTUAL COST</u>	
<u>Initial Deposit</u>	\$2,980.00	*	\$2,980.00
34. Revision to Approved Action (Maps or Conditions) (J649)		<u>ACTUAL COST</u>	
<u>Initial Deposit</u>	\$2,980.00	*	\$2,980.00
35. Site Plan Permit (L632)	\$2,980.00	\$25.00	\$3,005.00
(EHS=\$70.00; Fire=\$1,080.00; B & S=\$125.00; Roads/Drainage=\$65.00)			
36. Special Projects - Projects which do not fit into any other defined service and/or for which no fee is established elsewhere in this Code (J698)		<u>ACTUAL COST</u>	
Initial Deposit	100% of actual cost estimated by the department		
37. Specific Plan (J650)		<u>ACTUAL COST</u>	
<u>Initial Deposit</u>	\$23,840.00	*	\$23,840.00
38. Temporary Special Event Permit		<u>ACTUAL COST</u>	
a. Minor Event (J667) Anticipated attendance of 500 up to 5,000 persons per day or a community celebration over 500 persons per day	\$596.00	*	\$596.00
b. Major Event (J668) Anticipated attendance over 5,000 persons per day or an off-road vehicle race with anticipated attendance over 500 persons per day	\$2,384.00	*	\$2,384.00
e. Renewal of a previously approved event			
(I) Minor Event (L667)	\$ 596.00	\$25.00	\$ 621.00
(II) Major Event (L667)	\$1,788.00	\$25.00	\$1,813.00

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39. Temporary Use Permits (L628)			
a. Minor (sales office, design centers, model home, flags/banners, or interim operation of outside storage display)	\$315.00	\$25.00	\$340.00
b. Major - Interim operations of activities requiring a Conditional Use Permit or Minor Use Permit.	\$375.00	\$25.00	\$400.00
40. Tentative Parcel Map/Minor Subdivision Four parcels or less (J636) – Initial Deposit	\$3,725.00	ACTUAL COST *	\$3,725.00
41. Tentative Tract or Tentative Parcel Map/Minor Subdivision with 5 or more parcels (J639)		ACTUAL COST	
Initial Deposit	\$ 8,940.00	* \$ 8,940.00	
Plus per Lot	\$ 45.00	\$ 45.00	
42. Vesting Tentative Map		ACTUAL COST	
<u>Initial Deposit</u>	\$14,900.00	* \$14,900.00	
Plus per Lot	\$ 45.00	\$ 45.00	
43. Zoning Certifications (L664) (State DMV, ABC, etc.)	\$52.00	N/A	\$52.00
44. Concurrently Filed Applications - Applications pertaining to the same project			
a. <u>Where one or more is an actual cost</u> (J670)		ACTUAL COST	
Initial Deposit	Highest Individual Deposit plus 33% of all other applications		
b. <u>Where applications are all average cost</u> (L660)	Highest Individual Fee plus 75% of all other individual fees		
<u>Refund Policy – Land Use Applications</u> (Land Use Services Department Policy)			
a. If an application is <u>filed in error</u> due to erroneous staff advice and it is later required to be withdrawn, all processing fees shall be refunded regardless of the extent of work done in processing the application.			
b. If an applicant <u>fails to submit required information</u> within the allocated time or <u>voluntarily withdraws</u> the application before acceptance and before staff work on the project has commenced, any fee paid, less \$60.00, shall be refunded.			
c. If the <u>applicant withdraws</u> a Land Use Services Department application during processing, any fee paid, less \$60.00, shall be refunded, except as follows:			
1. <u>Actual Cost Applications</u> . All actual costs incurred on an actual cost application shall be deducted from the refund.			
2. <u>Average Cost Applications</u> . For average cost applications, the following percentages of the fee paid shall be refunded, depending on the state of processing at the time of the withdrawal:			
A. Application accepted and referrals set		85%	
B. Referral response period completed		45%	
C. Initial staff review or Development Review Committee process completed		25%	
D. Staff Report prepared and Notices of Hearing sent or Conditions of Approval prepared		10%	
E. Planning Commission consideration begun or staff Environmental Analysis completed		No Refund	

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MISCELLANEOUS SERVICES

FEE

1. **Copying** (Per SBCC16.0228)

a. Map and building construction plan copies	Based on private vendor charges
b. Certification under seal	\$10.00/document
c. Audio cassette tapes (e.g. Planning Commission) (L690)	\$ 5.00 each
d. Mailing and indexing of updates to surveyor maps: <ol style="list-style-type: none"> 1. On microfiche sheets 2. On CD 	\$1.00/sheet \$ 20.00/CD
e. Postage	Based on Post Office charges per ounce
f. Microfiche and microfilm prints or electronic images of maps: <ol style="list-style-type: none"> 1. 8½ inches x 11 inches 2. Greater than 8½ inches x 11 inches 3. Each map size page 4. Electronic map images 	\$2.00/ page \$3.00/ page \$3.00/ page \$1.25/image

Note: Sales tax to be applied when applicable

2. **Return Check Fee** (6RC) \$ 25.00

3. **Special projects** (projects which do not fit into any other defined service and/or for which no fee is established elsewhere in the County Code)

	<u>ACTUAL COST</u>
Initial deposit	100% of actual cost as estimated by the department

4. **Graphics** (other agencies) (J620) - Deposit based on individual job estimate **ACTUAL COST**

5. **Data Systems** **ACTUAL COST**
 - 1). Demographic Information - Special Projects (J673) **Initial Deposit** \$665.00
 - 2). Computer Generated Maps and/or Reports (J674) **Initial Deposit** \$665.00

6. **Special Mailing**, Delivery and Handling Based on courier charges

7. **Research** (requested information or land use designation provided in writing) \$10.00/first parcel
 Additional parcel(s) \$5.00/each additional parcel

8. **Notification research and mailing labels** (Surrounding property owners list) \$15.00

9. **Collection and processing of fees for other agencies** \$35.00

10. **Records media conversion** for job closure (Average Cost only – Archive) \$25.00

11. **Electronic Storage archive fee** (Actual Cost only) Charged to project account **ACTUAL COST**

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ACTUAL COST APPLICATION POLICY

RATE

ACTUAL COST APPLICATIONS – An explanation of initial deposits and collection of applicant's obligation. The following are excerpts from San Bernardino County Code (SBCC) Section 16.0228B listed by subsection. This policy applies to all **ACTUAL COST** projects identified in SBCC Sections 16.0204, 16.0215 and 16.0228. (*Italics and bold fonts have been added for emphasis*)

Section 16.0228 ...

a) **Actual cost calculation:**

Actual cost calculation is the sum of

- 1) The products of multiplying the time spent on the project by the County personnel by the applicable hourly charge rates (*listed on the following page*) and
- 2) Mileage and word processing charges; and
- 3) Any other costs incurred by the County in processing the project.

b) **Rates** – see last page

(c) **Deposits.** An **Initial Deposit** is required for each actual cost project. The initial deposit is as specified in this code (*listed above*). If no amount is specified, the initial deposit is the Department's initial estimate of the actual cost of the project. The Department may revise its estimate at any time during the processing of the project. If a revised estimate is higher than a previous estimate, the Department may require an additional deposit. Notice of any required additional deposit shall be mailed to the applicant. The notice shall include the date by which the deposit must be made, and shall inform the applicant that unless provision for payment is made by the date specified, *the application will be deemed denied without prejudice, without further action by the County.* Notwithstanding Section 86.08.010 of this code, *any such denial without prejudice is not appealable.* Each estimate shall be a good faith attempt to determine the probable actual cost of the project, based on the nature of the project, the department's experience in processing projects, and applicable rates.

(d) **Applicant's obligation to pay actual cost:** The applicant shall pay the actual cost of the project, regardless of any estimate, except that the applicant is not obligated for costs incurred after the applicant delivers to the department either an unconditional written withdrawal of the application, or a written notice to stop work which includes a waiver of any applicable time limits for processing the application.

(e) **Amounts of \$10.00 or less:** Pursuant to Government Code Section 29373.1, the applicant shall not be required to pay a balance of \$10.00 or less.

(f) **Additional Invoices:** Additional invoices necessitated by lack of response by the applicant will be charged to the actual cost application.

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ACTUAL COST APPLICATION POLICY

RATE

Section 16.0228

b) **Rates:** Hourly charge rates, mileage rates and word processing rates are as follows:

1) Land Use Services and Department of Public Works – Land Development Division

SCHEDULE OF CHARGES

<u>Personnel Classification</u>	<u>Hourly Charge Rate</u>
Assistant Director - Land Use Services	\$250.00
Building Inspector II	\$130.00
Building Inspector III	\$159.00
Building Official	\$205.00
Engineering Geologist	\$193.00
Engineering Technician I	\$ 67.00
Engineering Technician II	\$ 81.00
Engineering Technician III	\$ 92.00
Engineering Technician IV	\$104.00
Engineering Technician V	\$117.00
Fiscal Assistant/Payroll Specialist	\$ 65.00
Land Use Technician I	\$ 94.00
Land Use Technician II	\$105.00
Land Use Technician Supervisor	\$121.00
Office Assistant II	\$ 56.00
Office Assistant III	\$ 65.00
Planner Trainee	\$105.00
Planner I	\$145.00
Planner II	\$155.00
Planner III	\$172.00
Public Service Employee	\$ 50.00
Public Works Engineer II	\$136.00
Public Works Engineer III	\$165.00
Public Works Engineer IV	\$191.00
Regional Building Inspector Supervisor	\$169.00
Secretary I	\$ 68.00
Secretary II	\$ 74.00
Staff Analyst II	\$108.00
Supervising Planner	\$181.00
Stormwater Program Manager	\$157.00
2) Department of Public Works - County Surveyor Division (all classifications)	\$110.00
3) Mileage rate	\$0.50/mile
4) Word processing charges	\$7.00/hour
5) Consultant Fees	Based on Actual Charges
6) Inspection Fees	Based on Actual Charges